

CITY OF BEAVERTON Legal Secretary

General Summary

Provide legal clerical support to attorneys and coordinate the City's Victims Assistance Program by providing assistance to victims in misdemeanor cases prosecuted by the City of Beaverton.

Key Distinguishing Duties

Responsible for reviewing police reports and assisting the City Prosecutor in trial and pre-trial preparation.

Essential Functions

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Perform initial review of police reports and citations concerning criminal activity. Ensure charges are in accordance with statute and code for City Prosecutor's review. File complaints and associated paperwork.
2. Type a variety of legal documents, such as formal complaints, court pleadings, attorney correspondence, settlement agreements, draft ordinances and agenda bills, and related materials. Draft, proofread and edit legal documents.
3. Maintain database for accurate charging. Make modifications as directed.
4. Assist City Prosecutor in trial and pre-trial preparation. Run criminal history and driving records to assist prosecutor.
5. Coordinate a variety of services and functions, such as service of subpoenas, locating witnesses, and coordinating evidence review by defense counsel. Process materials such as documentation for expunging criminal record.
6. Coordinate the Victims' Assistance Program Activities. Monitor program for compliance with related legislation. Maintain program expenditures for reporting to state in annual audit.
7. May participate in department operational processes including procedure development and implementation.
8. Produce an acceptable quantity and quality of work that is completed within established timelines.
9. Provide excellence in internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution. Focus on producing high quality results.

10. Represent the City to the public in operational functions as required. Advance and protect the interests of the City and its citizens in all matters.
11. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to the safety of self, co-workers and the general public.
12. Participate in the City Emergency Management program including classes, training sessions and emergency events.
13. Follow standards as outlined in the Employee Handbook.
14. Support and respect diversity in the workplace.

Other Functions

1. Perform related duties of a similar scope and nature.

Knowledge Required

- ◆ Working knowledge of legal terminology, processes and procedures.
- ◆ Working knowledge of rules and procedures governing civil and criminal courts, administrative agencies, and the City.
- ◆ Working knowledge of proper methods for citation of laws and cases within legal documents.
- ◆ Working knowledge of the laws and regulations governing Victims' Assistance Programs.
- ◆ Basic knowledge of practices and principles of public/business administration practices.
- ◆ Basic understanding of public purchasing and contracting laws and regulations.
- ◆ Working knowledge of basic arithmetic and mathematics principles.
- ◆ Working knowledge of English grammar spelling and usage.

Skills/Abilities Required

- ◆ Strong skills in the use of statutes, City codes, court rules and various agencies' procedures, policies, and records as references to verify document information and insure accuracy.
- ◆ Strong ability to create and utilize appropriate formats for legal pleadings, documents and standardized forms.
- ◆ Advanced ability to perform alpha-numeric filing and accurate record-keeping.
- ◆ Strong skills in legal document processing.
- ◆ Ability to participate on a team focused on producing high quality results.
- ◆ Ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Advanced ability to use a keyboard and word processing, spreadsheet programs or other application software as required for position.
- ◆ Advanced ability to use general office equipment including typewriter, adding machine and copier.

Minimum Qualifications Required for Entry

High school diploma or GED and 2 years legal secretarial experience or an equivalent combination of education and experience enabling the incumbent to perform the essential function.

Licensing/Special Requirements

- ◆ Positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.
- ◆ Notary public license.
- ◆ Law Enforcement Data System (LEDS) certification.

Working Conditions

Regular focus on a computer screen for prolonged periods; daily use of a keyboard or similar device; weekly lifting, moving and carrying of objects of 10 to 20 pounds; crouching, crawling, bending, kneeling, climbing or balancing; occasional dealing with distraught or difficult individuals; occasional attendance at meetings or activities outside of normal working hours; occasional operation of a motor vehicle on public roads.

Classification History

As of 10/97: Administrative Specialist

Revised: 1/98

New class specification title 1/98: Legal Secretary I

Revised: 11/04

Revised: 1/1/09

Status: M3

FLSA: Non-exempt

Department Head Signature

Human Resources Signature

Date

Date